

## City of Lewisburg



## Requests for Proposals

**Sealed Proposals** for a modular access control system that shall be a completely integrated security solution providing controlled access to the **Lewisburg Police Department at 101 Water Street** for specified doors through the use of high security proximity technology. The system shall provide distributed supervised inputs and outputs to allow for alarms to be detected and triggered. The system control panels will be fully upgradeable using flash memory firmware.

**The City reserves the right to reject any or all Proposals and to waive irregularities and/or informalities in the process, and to make an award in any manner, consistent with law, deemed in the best interest of the City.**

### **GENERAL INFORMATION**

The City of Lewisburg invites interested parties to submit SEALED PROPOSALS to address the Police Department's need for a modular access control system that shall be a completely integrated security solution providing controlled access to the **Lewisburg Police Department at 101 Water Street** for specified doors through the use of high security proximity technology. The purpose of this request for proposal is to solicit proposals from qualified contractors. The City may not necessarily proceed with an award based on the initial proposals received, and reserves the right to discuss contents of such proposals to obtain additional information and to negotiate changes in the proposal. The point of contact for information is Chief David Henley. Any questions or requests for additional information concerning this Request for Proposal (RFP) should be submitted by email to Chief David Henley, on or before September 28th, 2016. Email: david.henley@lewisburgtn.gov.

The City shall receive sealed proposals until Friday September 30<sup>th</sup>, 2016, at 2:00 p.m. CST, after which the proposals will be publicly opened. No submissions received after the deadline will be considered. All material submitted in the proposal becomes the property of the City and will not be returned. Any proposal may be withdrawn prior to the scheduled time that proposals are due.

An original and three (3) copies of the proposal should be submitted to:

City of Lewisburg

Attn: Pam Davis, City Recorder

131 East Church Street

Lewisburg, TN 37091. (Courier or Hand Delivery Only)

## **I. SPECIFICATIONS FOR THE PURCHASE OF A MODULAR CONTROLLED ACCESS SYSTEM**

### **A. GENERAL REQUIREMENTS**

1. Intent: The intent of these specifications is to establish minimum standards and guidelines for the purchase of a modular controlled access system for use by the Lewisburg Hill Police Department.
2. Warranty: The supplier shall warrant to the equipment covered under these specifications to be free from defects in manufacture and workmanship under ordinary use and service. Bidder will provide a twelve (12) month warranty on the equipment, except in the instance of abuse, and a minimum of 90 days labor warranty. The Supplier agrees he will, at his own expense, provide all labor and parts required to remove, repair or replace any defective workmanship and/or materials which becomes or is found to be defective during the term of this warranty. The Supplier shall guarantee the equipment to be supplied complies with all applicable regulations. The supplier shall submit written conditions and periods of warranty with the bid proposal.
3. Taxes: No charges will be allowed for federal, state or municipal sales and excise taxes since the City of Lewisburg is exempt.
4. O.S.H.A.: Bidder shall comply with the provisions of the Occupational Safety and Health Act (OSHA) and Standards and Regulations issued thereunder and certify that all items conform to and comply with said standards and regulations.
5. Acceptance or Rejection of Proposal: The City reserves the right to award a contract to the successful proposer at any time within sixty (60) calendar days after the receipt of proposals. The City reserves the right to reject any and all proposals, and waive any informality in the process.
6. A Proposal Conference will be held at the Lewisburg Police Department located at 101 Water Street in Lewisburg, TN on Wednesday September 28, 2016 at 1:00 PM.
7. Questions regarding this proposal may be directed in writing to Chief David Henley, Lewisburg Police Department, 101 Water Street, Lewisburg, TN, 37091,

david.henley@lewisburgtn.gov, (931) 359-4044. The deadline for questions is Wednesday, September 28<sup>rd</sup>, 2016 at 3:00 PM.

8. Delivery: Price bid must include all charges, including handling and delivery. The "new" equipment should be available for delivery and installation within 90 days of contract execution at which time payment will be made. Please indicate on the Proposal-Contract form delivery time from receipt of the City of Lewisburg's purchase order.

9. All future purchases of like equipment will be at the discounted price. The city of Lewisburg may choose to install the same equipment at other city facilities. By submitting a proposal the vender agrees to honor the submitted pricing for a period of (1) one year from the date of contract execution.

## **B. MINIMUM REQUIREMENTS**

These specifications detail minimum requirements acceptable to the City of Lewisburg. Should the manufacturer's current specifications exceed these, they shall be considered minimum and shall be furnished, and equipment/components included in the bid shall be stipulated. Any additions, deletions or variations from the minimum must be stated in the space below. The bidder shall stipulate components supplied in providing a complete unit.

Any and all parts not specifically mentioned in these specifications but which are required for proper and safe operation of the equipment shall be furnished by the bidder and shall conform in strength, quality of material and workman-ship to that provided by the industry in general. All items not specifically mentioned but which are standard factory items shall be furnished.

## **C. SPECIFICATIONS**

### **1. SCOPE:**

The modular access control system shall be a completely integrated security solution providing controlled access to the **Lewisburg Police Department at 101 Water Street** for specified doors through the use of high security proximity technology. The system shall provide distributed supervised inputs and outputs to allow for alarms to be detected and triggered. The system control panels will be fully upgradeable using flash memory firmware.

### **2. SYSTEM ARCHITECTURE:**

The access control and alarm monitoring system shall be a flexible single-user, open-architecture facility management system. The system shall be designed using reliable state-of-the-art technology allowing for easy and economical expansion. The scalable design shall allow for operation from an embedded Web based server without a dedicated server or PC workstation.

Connecting to the web server shall be accomplished via USB, Ethernet through a web server hub connection or Ethernet through web server direct connection.

### **3. SYSTEM SOFTWARE:**

The software suite shall comprise various integrated software modules that allow for the full integration and retrieval of transactions from the hardware, as well as alarm monitoring, reporting, and scheduling capabilities. The software modules shall allow editing of personnel, access levels, system configuration and reporting to be controlled by a password protected user interface. System operation for individual operators shall be possible using assigned passwords only.

The user shall have the ability to perform hardware configuration changes which shall include functions such as door open time, door contact time, location and reader names, and access rights configuration.

The system shall incorporate scheduled events activated by either time or a specific programmed event, therefore being time or event triggered.

Access control functions shall include validation based on time of day, day of week, holiday scheduling, and access validation based on positive verification of card

#### **3.1.1 Card-related Software Features**

- 3.1.1.1.1 Time-limited access
- 3.1.1.1.2 PIN codes
- 3.1.1.1.3 Suspension of cards
- 3.1.1.1.4 Time patterns (schedules)
- 3.1.1.1.5 Reporting
- 3.1.1.1.6 First Card Rule (Activates the door time zone)
- 3.1.1.1.7 Two Card Rule-Supervisor card and regular card to allow access

#### **3.1.2 System Controller, Cards and Database:**

The system controller shall be capable of 20 readers.

The card and event buffer capacity shall be 1,000 card capacity and 2,500 event capacity. The firm ware revision shall have on-board flash memory for field firmware revisions and feature expansion.

### **3.3 Reports and Analysis:**

The system shall be capable of integrated reports, import/export of card database and alarms and events can be exported and saved in offline storage.

### **4.0 Embedded Web Server:**

Supported browsers shall include Internet Explorer. The web browser control will allow full control monitor, view live events and manually control doors and readers. Secure web browsing shall be SSL and SHA-1 secure socket layer encryption.

#### **5.0 System Testing:**

The Contractor shall demonstrate the functionality of the system upon completion of installation, and shall document the result of all tests and provide these results to the Customer.

#### **4. SYSTEM CONFIGURATION**

1. Access Control System Equipped for 5 doors with the capacity of 10 doors
2. 5 Card Readers
3. 50 HID Prox Cards
4. 3 Electronic Door Strikes
5. 2 1200 Pound Magnetic Locks
6. 2 Request to Exit Buttons
7. 2 Request to Exit Motion Sensors

Turn Key Installed Project, Including on-site training

Minimum of One Year Parts Warranty, 90 Day Labor Warranty

Options: Card Printer (One side), Dual Sided Card Printer

## II. MODULAR CONTROLLED ACCESS SYSTEM PURCHASE PROPOSAL- CONTRACT FORM

The undersigned hereby proposes to furnish the City of Lewisburg, the following items, in accordance with the specifications and upon the terms and conditions of this proposal or any part hereof is accepted as a contract by the City of Lewisburg.

ITEM#	QTY.	DESCRIPTION	UNIT PRICE
1.	1	Access Control System	\$_____
2.	5	Card Readers	\$_____
3.	50	HID Prox Cards	\$_____
4.	3	Electronic Door Strikes	\$_____
5.	2	1200 Pound Magnetic Locks	\$_____
6.	2	Request to Exit Buttons	\$_____
7.	2	Request to Exit Motion Sensors	\$_____
8.		Labor and Installation	\$_____

WARRANTY: \_\_\_\_\_

DELIVERY: Days after receipt of Purchase Order \_\_\_\_\_

CONDITIONS: The Instructions to bidders and the specifications are part of this contract as effectively as though they preceded the signatures of the parties. This contract is not valid until accepted and signed by the City of Lewisburg.

### SPECIAL TERMS AND CONDITIONS

#### EVALUATION CRITERIA

The City management shall evaluate proposals. Management will select the firm that in its judgment will be best for the City. Consideration will be given to such items as:

- a. Qualifications of the Bidder/Vendor.
- b. Experience of the Bidder/Vendor.
- c. Customer References.
- d. Stability and Evidence of long-term viability of the Bidder/Vendor.
- e. Adherence of the project to specifications in the RFP.
- f. Pricing.
- g. Warranty

## **AWARD OF CONTRACT**

Notwithstanding any other provision of the Request for Proposals, the City expressly reserves the right to:

- a. Waive any immaterial defect or informality, or
- b. Reject any or all proposals, or portions thereof,
- c. Reissue a Request for Proposals,
- d. Cancel the Solicitation, or
- e. Accept any proposal not solely based on price.

## **EXCEPTIONS**

**Any exceptions and / or non-compliance** taken to the Terms and Conditions and / or Specifications of this RFP must be included in the response to this RFP and must clearly address the specific RFP paragraph where a conflict exists.

## **PROPOSAL OPENING**

Proposals shall be opened on Wednesday September 28<sup>th</sup>, 2016, at 2:00 p.m. CST at City Hall, 131 East Church Street. The name of each Bidder/Vendor shall be publicly read. After City staff has reviewed the proposals, a recommendation for purchase may be made.

## **INDEMNIFICATION**

The Bidder/Vendor shall agree to indemnify and hold the City, its officers, agents and/or employees harmless from and against any and all liability, loss, damages, cost and expenses, including court costs and attorneys' fees, by reason of any claim and/or liability resulting out of:

1. Contractor's failure to perform any of its obligations under this agreement; or
2. The failure of the Bidder/Vendor, or those acting under Bidder/Vendor, to conform to the statutes, ordinances or regulations of any governmental authority.

## **OFFER AND ACCEPTANCE PERIOD**

Proposals are irrevocable offers for ninety (90) days after the proposal opening time and date.

## **TERMINATION FOR CAUSE**

If the Bidder/Vendor fails to properly perform its obligations under this RFP in a timely or proper manner, or if the Bidder/Vendor violates any terms of this RFP, the City of Lewisburg shall have the right to immediately terminate the Contract and withhold payments in excess of

fair compensation for completed services. Notwithstanding the above, the Bidder/Vendor shall not be relieved of liability to the City of Lewisburg for damages sustained by virtue of any breach of this RFP by the Bidder/Vendor.

#### **TITLE VI POLICY**

The City of Lewisburg will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification. Verbal, faxed, or emailed quotations or quotations received after the closing date will not be accepted. The City of Lewisburg reserves the right to reject any and all bids, to waive technicalities or informalities and to accept any bid deemed in the best interest of the City of Lewisburg. Please complete “**ATTACHMENT 1**” and submit it along with this RFP.



## ATTACHMENT 1

City of Lewisburg Assurance of Compliance Under Title VI of the Civil Rights Act of 1964

\_\_\_\_\_ Name of Applicant (hereby referred to as "The Applicant")

Hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the Regulations of the U.S. Department of Justice (28 CFR Parts 42 & 50) and the City of Lewisburg, and any directives or regulations issued pursuant to that Act and the Regulations, to the effect that, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Applicant received Federal financial assistance from the City and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Applicant by the City.

BY ACCEPTING THIS ASSURANCE, the applicant agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of Title VI, and permit authorized City personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the City shall have the right to seek administrative and/or judicial enforcement of this assurance.

This assurance is binding on the applicant, its successors, transferees, and assignees as long as it receives assistance from the City. IN the case of real property, this assurance is binding for as long as the property is used for a purpose for which this assistance was intended or for the provision of services or benefits similar to those originally intended. In the case of personal property, this assurance applies for as long as the recipient retains ownership or possession of the property. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the applicant.

Dated \_\_\_\_\_

(Applicant)

Address \_\_\_\_\_ By \_\_\_\_\_

(Title of Authorized Official)

\_\_\_\_\_

No further monies or other benefits may be paid out under these programs unless this Assurance is completed.